

Job posting preview

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Bulletin Number	48502BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Human Resources Countywide Exams
Position Title	PERSONAL PROPERTY CUSTODIAN
Exam Number	R2296A
Filing Type	Open Continuous
Filing Start Date	01/05/2015
Salary Type	Monthly
Salary Minimum	2801.36
Salary Maximum	3760.82
Benefits Information	Represented Employees • Cafeteria Benefit Plan • Contributory Defined Benefit Retirement Plan • Matched Deferred Compensation & Thrift Plans • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	<p>FILING WILL BE SUSPENDED AFTER THE FIRST 300 APPLICATIONS ARE RECEIVED, OR ON WEDNESDAY, JANUARY 7, 2015 AT 5:00 P.M. (PST), WHICHEVER OCCURS FIRST.</p> <p>Collects, receipts for, stores and inventories personal property of decedents held in safekeeping by the Department of Coroner until cases involving such properties have been adjudicated or cleared. Positions allocable to this class are responsible for the receipt, retainment, disposition and release of personal property found on deceased persons brought to and under the jurisdiction of the Department of Coroner. While work is not typically reviewed on an ongoing basis, incumbents receive supervision from an Intermediate Supervising Clerk.</p>
Essential Job Functions	<p>Logs in all personal effects of Coroner case decedents and identifies from the investigator's report or a computerized data base system, the status and location of the next-of-kin and whether to involve the Public Administrator.</p> <p>Checks and handles the disposition of purported suicide notes and wills or testaments of decedents and has them verified along with an exemplar, if available, by a handwriting expert.</p> <p>Answer questions of the general public, immediate family of decedents and investigative or court authorities, the proper disposition of personal property, identification and location of next-of-kin and policy methods or restrictions in obtaining the release of the retained personal property.</p> <p>Releases to authorized persons, upon request and presentation of proof of ownership, property no longer required as evidence or for safekeeping. Insures that certain equipment, such as pacemakers and scuba gear have received proper testing for malfunctions prior to release to the next-of-kin.</p> <p>Prepares decedents personal effects for periodic auctions, as needed.</p> <p>Arranges for the disposition of firearms to police authorities for destruction, as needed.</p>

	Photograph, tag, and mark all items according to case number and retain in a storeroom or safe vault.
Requirements	MINIMUM REQUIREMENTS: Six months experience in stock, property or supply work.
Physical Class	Physical Class III – Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Examination Content	<p>This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering Reading Comprehension, Data Analysis and Decision Making/Mathematics, Written Expression, Office Practices & Procedures, Customer Service, Achievement Orientation, Conscientiousness, Customer Service Potential, Customer Focus, Dependability, and Retention.</p> <p>TRANSFER OF SCORES:</p> <p>Applicants that have taken the identical written tests for other exams within the last (12) months, will have their written responses for the identical test part(s) automatically transferred to this examination.</p> <p>This examination contains test part(s) that may be used in the future for new examinations. Upon acceptance of your application, your scores will be transferred to the new examination and you may not be allowed to retake any identical test part(s) for at least a year.</p> <p>Invitation letters for the written test may be sent electronically to the email address provided on the application. It is important that candidates provide a valid email address.</p> <p>THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.</p> <p>Applicants must meet the Minimum Requirement(s) and achieve a passing score of 70% or higher on the written test in order to be placed on the eligible register.</p> <p>Candidates will be notified by US mail of their final test results. Written scores cannot be given over the phone.</p>
Special Information	<p>Candidates selected for appointment will be extended an offer of employment that is contingent upon successful completion of a pre-employment background clearance.</p> <p>JOB LOCATION: This position is located at the Department of Medical Examiner-Coroner - 1104 N. Mission Rd, Los Angeles, CA 90033</p> <p>TEST PREPARATION: An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources website at:</p> <p>http://hr.lacounty.gov</p>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

You can also access practice tests for the computerized version of the test by going to the following website:

<http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444>

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy
Information**

The resulting eligible register for this examination will be used to fill vacancies in the Los Angeles County Department of Medical Examiner - Coroner.

**Eligibility
Information**

Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group and will remain on the register for a period of 12 months following the date of promulgation.

No person may compete in this examination more than once every twelve (12) months.

Available Shift

Any

**Application and
Filing
Information**

**APPLICATIONS MUST BE COMPLETED ONLINE ONLY.
APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL
NOT BE ACCEPTED.**

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking the tab that reads "Apply to Job" so you can apply online and track the status of your application. We must receive your application by 5:00 pm, PST, on the last day of filing.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.

Fill out your application completely. The acceptance of your application depends on whether you have **clearly** shown that you meet the minimum requirements. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, the number of hours worked per week, description of work performed, and salary earned. If your application is incomplete it will be rejected.

SOCIAL SECURITY NUMBER

All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair

Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Olga Arteaga
Department Contact Phone	(213) 351-2936
Department Contact Email	oarteaga@hr.lacounty.gov
ADA Coordinator Phone	(213) 738-2057
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Job Field	Clerical Public Safety/Law Enforcement/Probation
Job Type	Administrative Support

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